

Questions on new Performance Management System:

1. Are there any user guides or videos available?

Yes, you can access the user guides and videos on the LINK website at <http://link.ne.gov> on the bottom of the home page under "Help".

2. When will the system go live?

The new system will go live on January 1, 2013. The performance reviews released on January 1, 2013 will have an evaluation due date of March 14th, which represents the employee's continuous service date. Employees with a continuous service date prior to March 14th will have their evaluations completed in the OnBase system.

3. During the "practice" evaluation period from October 1, 2012 through December 31, 2012, what level of rating should supervisors give to their employees?

During the "practice" evaluation, supervisors may use the ratings from the employee's last performance evaluation or use the rating of "meets". *Please note*, although this is a "practice" evaluation and no score will be tabulated, ratings and comments will be housed for viewing in the employee's performance transcript indefinitely.

4. If I have already completed a performance evaluation on an employee in OnBase, am I required to complete the "practice" evaluation in the Employee Development Center?

Yes; however, there will be no overall rating calculated. This "practice" evaluation time period will be used to enter essential job duties and performance goals for each employee, to introduce all employees to the 10 Lominger Performance Dimensions and to familiarize employees and supervisors to the new performance management system.

5. How many days will the process take?

72 calendar days.

6. Can the supervisor utilize the same job duties listed on the last evaluation in OnBase for the new performance system?

Yes, open the employee's last evaluation in OnBase and highlight the duty, click "Ctrl + C" to copy the duty and paste into the new performance evaluation system.

7. Once the system goes live in January, 2013, what date should be entered as the "Target Date" for employee job duties and performance goals?

The "Target Date" is the date that is one day **PRIOR** to the employee's continuous service date which can be found in the Employee Work Center for each employee.

8. Where should the supervisor check to see if their direct reports are listed correctly in the system?

On the menu bar, a supervisor can open the performance tab and select the "Manage my team performance" link. Once that opens, a supervisor can scroll down and see the names of their subordinates (direct reports) who are currently listed in the system. Another option is to click on the "My Team" tab to view their direct reports. If the employees listed are incorrect, follow the instructions under #9.

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9. If your direct reports are not correct, what should you do?

The last download of staff from the Employee Work Center was done in July. That means supervisory relationships may not be correct. DAS is working on the integration to pull data from the Employee Work Center. During the interim, supervisors should contact the LINK Help Desk at 402-471-6234 or by email at as.linkhelp@nebraska.gov to correct or add any direct reports.

10. Are the rating scales the same for the three sections of the performance evaluation?

No, each section has its own rating scale. The rating scale and its descriptor are shown at the beginning of each section.

11. How are the three sections of the performance evaluation weighted to the overall score?

Universal Performance Dimensions – 45%

Essential Job Duties – 45%

Goals – 10%

12. How many steps are in the evaluation process? How many days are allowed for each step?

5 steps:

1. Employee rates themselves (14 calendar days)
2. Supervisor rates employee and provides comments (21 calendar days)
3. Indirect supervisor reviews evaluation (5 calendar days)
4. Employee e-signs evaluation (30 calendar days)
5. Manager e-signs evaluation (2 calendar days)

13. Will the evaluation move forward if you complete it prior to the time allotted for that step?

Once an evaluation step is “submitted”, the evaluation will move to the next step of the workflow and a deadline date is calculated from the date of submission. The only step that does not allow submission before the step due date is the supervisor’s review (Step 2).

14. Can the supervisor or indirect supervisor reopen steps?

Yes, if the task is currently assigned to them.

15. What role will the Indirect Manager (Second Level Supervisor) play in this performance evaluation?

The Indirect Manager (Second Level Supervisor) will receive the evaluation after the supervisor has completed his/her ratings. The Indirect Manager (Second Level Supervisor) is a “review only” and cannot change ratings or comments. They do have the ability to send the evaluation back to the supervisor to modify ratings/comments if needed. The Indirect Manager (Second Level Supervisor) also has the ability to provide comments to the overall evaluation.

16. How will the performance evaluations be handled for employees at the end of their six month original probationary period?

DAS is working to create a task to deploy for end of probation evaluations.

Questions on new Performance Management System:

17. Will the supervisor receive an email each time an employee enters a goal or job duty?

After an employee enters in all of their goals/job duties, they should click on the “Send an Approval Request” link at the bottom of the screen. This will send one notification to the supervisor that goals/job duties have been entered and require approval.

18. Will the supervisor get an email if an employee deletes or edits a goal or job duty?

Yes and it will require the supervisor’s approval before it is recognized.

19. What happens if the evaluation isn’t completed during the designated time period during each step of the evaluation workflow?

If the employee does not complete their self-evaluation within 14 days, the step will move to the supervisor for ratings/comments. The supervisor has 21 days to complete the evaluation; however, if it is not completed within that time period, the task will stop at this step of the process. Indirect Managers and HR Representatives may run reports in the system to identify where evaluations are within the workflow.

20. Will the employee’s self-evaluation be included into the overall score of the evaluation?

No, the supervisor’s ratings will represent 100% of the performance evaluation score.

21. How do the Lominger competencies relate to the DHHS Values and Core Competencies?

Every employee will be rated on Lominger’s 10 Universal Performance Dimensions. These Dimensions represent a key aspect of how performance is achieved. The Dimensions apply to most, if not all, jobs from front-line employee, to supervisor, manager and executive positions. The Universal Performance Dimensions will not replace the DHHS Values and Core Competencies.

22. Will the DHHS Values and Core Competencies still be used in the new evaluation system?

Yes, the DHHS Values and Core Competencies will continue to play an important part of the performance evaluation, but now each employee and their supervisor will develop five (5) performance goals from the descriptors included in the list of the Values and Core Competencies (i.e. supports co-workers, customers and clients). Each descriptor has been pre-loaded into the library for selection.

23. The Employee Development Center shows an option for employee pictures. Where will the employee’s pictures be obtained?

Pictures have not been loaded into the system. A final determination has not yet been made as to whether pictures will be added.

24. Who enters the goals or job duties into the “Library”?

The goals or job duties that are specifically for the library should be submitted to your HR Manager and he/she will forward them to DAS for entry.

25. Once the Library is loaded, may the job duties/performance goals entered be edited?

Yes, an employee may select performance goals and/or job duties from the library and, once selected, may edit their content. Because these actions are editable, a supervisor is required to approve the selected performance goals/job duties.

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26. As a supervisor, are you required to prepare comments in the “comments box”?

No, but if you have rated an employee either very high or very low, it is highly recommended that the supervisor provide comment to support such ratings.

27. The supervisor or employee can attach documents to the evaluation. How many items can be attached?

A total of three attachments are allowed per evaluation, each up to 1MB in size.

28. Can the supervisor delete an attachment that the employee has added to the evaluation?

Yes.

29. Can you assign the same goal or job duty to multiple members of your team?

Yes. When assigning a goal/job duty, selecting the “Your Team” radio button lists each of your direct reports. Placing a check mark in the “Assign” box will automatically assign the goal/job duty to each of your direct reports. The option is also available to assign the goal/job duty to your indirect reports.

30. How long can you be in the Employee Development Center before it will time you out?

4 hours.

31. Is there a spell checker?

Yes, there is a Spell Check Button (ABC). Use the spell check function wisely.

32. Can you print the evaluation?

Yes, if it is necessary. The goal is still to have a paperless performance management system.

33. Will an Employee Development Plan be a part of the new evaluation system?

Supervisors have the ability to add development training and action steps to an employee’s performance evaluation. The selected training and actions steps identified for development will be included in the employee’s performance evaluation and will become a part of the employee’s learning transcript.

34. Does the date have to be entered when the supervisor signs the evaluation?

No, the system auto generates the date stamp when the evaluation is signed. However, there is a section on the supervisory signature page to note when the evaluation was held with the employee.

35. If there is editing done within the evaluation, will it be highlighted?

No.

36. Can you access the evaluation system outside of the office?

Yes, it is a web-based system and you can access it through the Internet.

Questions on new Performance Management System:

37. Can more than one supervisor submit an evaluation of an employee?

No, only one evaluation will be submitted per employee. However, the Co-Planner function within the system allows supervisors to select others in the organization to rate and provide input into an employee's evaluation if applicable. This function must be used very carefully and in conjunction with the direct supervisor.